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Mid-Atlantic Regional
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the mid-atlantic archivist

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wild safaris properly tamed

MINUTES OF THE FALL BUSINESS MEETING NEWARK, N.J. NOVEMBER 1974

The Fall, 1974 meeting of MARAC was called to order by Michael Plunkett. No treasurer's report was given. Maygene Daniels, chairman of the Nominating Committee, gave a report for that committee and brought up several points for discussion: Biographical data on the candidates which was included with the ballots for state representatives was discussed, and reaction was favorable. Local elections for state representatives as well as the choice of only 1 candidate for state representative by the nominating committee were also discussed.

Michael Plunkett announced that Mary Boccaccio had agreed to accept the editorship of the MARAC newsletter if other members would volunteer their services. Don Harrison emphasized the amount of work involved and urged in particular members in Mary's area to help with the typing and layout.

Phoebe Jacobsen asked for volunteers for the Program Committee, especially from West Virginia or Virginia. She announced that the Spring, 1975 meeting at Annapolis, Maryland will focus on the Bicentennial and will draw on the Annapolis area for speakers.

Plans for the Fall, 1976 meeting were then discussed. The possibility of coordinating MARAC with SAA's meeting in Philadelphia was considered. Mary Elizabeth Ruwell, a member of the SAA local arrangements committee for SAA, brought up the points that SAA was not having either a Saturday meeting or regional luncheons. Don Harrison suggested that MARAC set up a booth at the SAA convention. Elsie Freivogel suggested that if MARAC continues to have two meetings a year, they have different formats; one meeting could be a two day general meeting and the next one be a one day subject oriented meeting.

Don Harrison made a motion that the Steering Committee investigate the possibility that the Fall, 1975 meeting of MARAC be a one day meeting in Philadelphia on the Saturday following the SAA meetings and in the same hotel as the SAA meetings. The motion was seconded by Ron Becker and passed.

Don Harrison announced a party for MARAC members in the Hospitality Suite after the wine and cheese party. Michael Plunkett introduced an amendment to 4F of the bylaws stating that any steering committee member who misses 3 consecutive meetings without a reasonable excuse was to be removed. There was discussion on the question of replacement. Mike Plunkett said that the by-laws state that the steering committee chairman would appoint the new member. A ballot will be sent out on the amendment.

Mike Plunkett announced a meeting of both new and old Steering Committee members following the business meeting. Evert Volkerts announced that the Long Island Archives Conference was having a meeting with workshops on November 16 at C.W. Post College on Long Island. Ron Becker announced a tour of the New Jersey Historical Society, a wine and cheese party, and a midnight riding tour of Newark. Arthur Breton suggested that MARAC at future meetings sponsor and pay for a cocktail party as an opportunity for everyone to get together.

The meeting was adjourned.

The mid-atlantic archivist is an occasional publication of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the seven states of New York, New Jersey, Pennsylvania, Maryland, Virginia, Delaware, West Virginia, and the District of Columbia. MARAC seeks to promote the professional welfare of its members, cooperates with and exchanges information among individuals interested in the pre-

servation and use of archival research and methodology, provides a forum for matters of common concern, is a clearinghouse for and an active participant in joint ventures and cooperative projects, and cooperates with other organizations having similar objectives. Individual membership dues are \$3.00 per annum. Membership is not open to institutions, but institutions may purchase subscriptions to the mid-atlantic archivist for \$3.00 per annum. Write: Mary Boccaccio, Treasurer, MARAC, McKeldin Library, University of Maryland, College Park, Maryland, 20742. Newsletter correspondence should be addressed as follows:

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Items submitted to M-A-A should be single spaced, no indentation, in columns $4\frac{1}{2}$ " wide, written on pica typewriter. Double space between paragraphs.

M-A-A needs your help either as a contributor of articles or a suggestor of ideas. The Editorial Board and Staff want to make the newsletter something that relates to the activities of all our collections. Send a short article on your own collections, acquisitions, new staff or programs or anything going on in your area that might be of interest to others.



Documenting Culture

is SAA Theme

More than 500 archivists, historians, and others met in the Royal York Hotel, Toronto, October 1 through 4 for the 38th annual meeting of the Society of American Archivists.

Documenting American Culture was the primary theme of the sessions, introduced by a plenary session exploring changes in the profession through three generations.

Herman Kahn, formerly director of the Roosevelt Library and now at Yale University, Frank B. Evans, NARS Region 3 Commissioner and Andrea Hinding, University of Minnesota, were principal speakers in a session which drew sharp floor comment on the extent of the role of the archivist in seeking records from non-traditional sources which might shed more light on scant elements in American Life.

Elsewhere on the program, developed by a 12 person committee headed by Shonnie Finnegan, Archivist of SUNY-Buffalo, historians and archivists debated resources, progress and meaning of family working class and ethnic history.

In a major session titled "The Archivist and the Public Interest," J. Frank Cook, Archivist of the University of Wisconsin, presented a lively brief for public ownership of papers of all government officials. Edward Weldon, editor of the American Archivist, reflected on the vexing questions of conflicting interest inherent in the archivist's role, and Richard A. Jacobs, Presidential Libraries, responded to Cook's remarks. Also on the program from MARAC were Myer Fishbein, Elsie Freivogel, Miriam Crawford, Joan Warnow, Edward Papenfuse, Herbert Finch, Edith Blendon, Carolyn Sung, and Ned Berkeley.

In the Wednesday afternoon business meeting held at historic St. Lawrence Hall, the membership soundly defeated a Council resolution proposing a category of associate membership. At the same meeting, a resolution was adopted supporting H. R. 16902, introduced by Congressman John Brademas (D-Ind.) to establish a commission to study rules for the disposition and preservation of the records of Federal officials.

The membership defeated a resolution, introduced by Cook, supporting legislation aimed at public ownership of records of government officials. However, the SAA Council subsequently passed a second Cook resolution accepting the principle of public ownership of "the official records of elected or appointed public officials." but recognizing at the same time the need for examination of such questions as confidentiality, access and place of deposit.

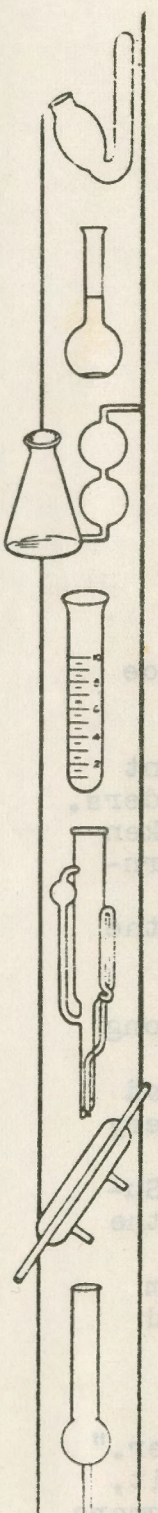
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technical notes

by paul mucchi

NEUTRALIZING AND BUFFERING
BOOK AND MANUSCRIPT PAPER:

A Guide to The Magnesium Bicarbonate Process.



In touring the manuscript library of the University of Virginia during a recent MARAC (Mid-Atlantic Region Archivist Conference) seminar, participants were shown a newly established work area for the conservation and restoration of archival materials. The young gentleman in charge of the operation stated his hopes to be able to deacidify paper in the near future. This visit and the encouraging progress being made at the University of Virginia motivated me to prepare this article to assist those who are considering in-house preservation. This paper will deal with only one phase of preservation work--deacidification of paper. I will detail the equipment needed and the procedures required for the aqueous single bath magnesium bicarbonate process. This is a simple process to set up and execute, and one that is both safe for technicians to perform and for paper.

The safety of manuscript inks is also a concern. Some inks will dissolve or feather in the presence of water. The deacidification process under discussion is a water-based process; therefore, all manuscript inks must be tested with a water dampened cotton swab. Cover the narrow end of a round, wooden toothpick with cotton. Dampen the cotton and rub an inconspicuous area of the ink. Check the area with a hand lens before and after testing. If no alterations appear and no ink is transferred to the cotton swab, you can proceed with caution.¹ Ink formulae may vary within one volume, especially in books that record the transactions of many years. To make only one test is insufficient to say the least. In this case, washing and deacidifying may have to be performed one sheet at a

¹For manuscript inks that cannot tolerate wetting with water, various non-aqueous treatments are available. In varying degrees they are toxic and must be used with caution. Please direct any questions concerning non-aqueous methods to the author at: 506 Prince St. Alexandria, Virginia, 22314.

time with the ink visible to the technician. The moment he detects the slightest degree of feathering the paper should be removed and dried. Oxidized (rusty) iron-gall inks are usually insoluble in water. The carbon-based and colored inks are soluble in water.

A few words on terminology and a brief explanation of the chemistry of the process are in order. This will be a general review of the chemical reactions only, since acid degradation of paper fibers and various preservation treatments are discussed in detail by others and available in print. However, little is available in the conservation literature to assist those interested in obtaining information on the equipment needed and step-by-step instructions required for setting up the single bath magnesium bicarbonate process.

The process of counteracting the acid content in paper is often referred to as deacidification. Actually, the process should be termed neutralization and buffering. The operation consists of two main chemical reactions. In the first reaction the dilute sulfuric acid in the paper combines with a prepared solution of magnesium bicarbonate to form magnesium sulfate (Epsom salts) and water. The acid has been changed to a neutral compound by the magnesium bicarbonate. The magnesium sulfate is a neutral salt that will be removed from the paper in a later washing. The second reaction takes place when the paper is drying. After the acid has been converted by the magnesium bicarbonate, the excess bicarbonate that remains within the paper reverts to magnesium carbonate as the paper dries and carbon dioxide gas escapes.

Let me put it another way. Magnesium carbonate is only slightly soluble in water and forms a cloudy mixture. We can say it is insoluble. If you attempted to neutralize with this magnesium carbonate and water mixture, you would have very poor results. With carbon dioxide gas added to the mixture the magnesium carbonate is changed to a clear (water-soluble) magnesium bicarbonate solution--the neutralizing agent. The magnesium carbonate as a bicarbonate solution can move about the paper fibers. As the paper dries and carbon dioxide escapes, the magnesium bicarbonate reverts to the insoluble magnesium carbonate powder and becomes fixed among the fibers--the buffering agent or buffer reserve. The neutral salt compound formed in the first reaction, magnesium sulfate, is very soluble in water and will be washed out of the paper later in a final bath.

The method described in this guide is a very mild treatment. Another method, for example, employs calcium hydroxide which is a strong alkaline solution as the neutralizing agent. Prolonged soaking in this solution could damage paper fibers. The magnesium bicarbonate solution of our approach is also called magnesium acid carbonate--a very slightly acidic salt. It can neutralize because the small quantity of the weak and unstable carbonic acid (rain water) present in its make-up is driven out by the stronger sulfuric acid in the paper. As a result the

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the wandering archivist

by
mary
boccaccio



Preservation News, a monthly publication of the National Trust for Historic Preservation, recently carried an article on the preservation program in Japan as a comparison to our own program in the U.S.

In 1950 Japan enacted the Law for Protection of Cultural Properties, defining these in four basic categories: Tangible Cultural Properties which include buildings, sculptures, calligraphy, classical books and ancient documents; Intangible Cultural Properties include the arts and skills of drama, music and applied arts. Folk Art consists of manners and customs which relate to food, occupations, religious faiths and festivals, and Monuments which are shell mounds, tombs, archeological sites, gardens, bridges, seashores and the like. Items are studied and nominated by both the national government and the local governments. The classifications are broad and designations are generous. Since the national government does not directly manage any sites, most of the owners are individuals or groups.

The Agency for Cultural Affairs, formed in 1968 as a component of the Ministry of Education coordinates the cultural programs. They study and designate cultural properties and national treasures, presents regulations, inspect and grant subsidies. Specialists in preservation are often located at the local levels and work closely with the agency.

Because such a program demands preservation and restoration skills, the Association for Conservation Techniques for Architectural Monuments, a private group that recruits and trains craftsmen, was formed, thus insuring a corps of skilled craftsmen necessary to carry on the projects.

Preservation goals in Japan are both comprehensive and broad and the system appears to be organized in such a way as to insure performance.

Ms. Archivist Notes:

Microfilming Corporation of America, Glen Rock New Jersey, announces that it will be offering on microfilm the Gerritsen Collection of Women's History housed at the Kenneth Spencer Research Library of the University of Kansas.

Jane Sween and Mary Gordon Molloy have just recently published a Selective Guide to the Historic Records of Montgomery County, Maryland.

The first section lists county records, where they are, hours available and such information necessary to their use as indexes, dates covered, availability of microfilm copies and so on.

A second section lists area reference libraries, hours and brief sketches of collections.

A page on town records gives a contact person and a telephone number.

Finally, a helpful portion includes an explanation of the Campbell and Russell indexing systems and a selection of terms defined.

MARAC

ELECTION RESULTS

New Jersey	Ron Becker
New York	Frances Seeber
Pennsylvania	Robert Nawrocki
Delaware	Barbara Hearn
D.C.	Anita Nolen
Maryland	Phebe Jacobsen
Virginia	Mary Larimer
West Virginia	Ellen Hassig

From Life Magazine July 4, 1955:

SERPENT HUNT IN ARCHIVES

Egypt calls in snake charmers to rid finance files of reptiles.

That snakes lurk everywhere in government archives is a truism well known to tax evaders. In Cairo's Ministry of Finance this was taken only as a figure of speech up until the morning a sputtering night porter suddenly threatened to resign because of snakes in the files. The porter insisted he had seen 50 feet of a serpent and there was more of it extending around a corner and vanishing among old financial records. Once that word got around the building, civil servants recoiled from their tasks and the government machinery began slowing down.

The ministry called in Yassin Eldaw, a Sudanese snake charmer who had practiced in the Cairo zoo. Eldaw climbed around the dusty records, peered behind files, stuck his arm into holes where snakes might be and failed to find a single one. "It is my opinion," he concluded, "that there is no snake. I think instead it was an evil spirit which took the form of a snake to scare the porter."

Eldaw offered to exorcise the evil spirit, but instead the ministry sent for more charmers. They went through an involved hocus-pocus of rubbing hands over floor, books, smelling their hands and following a trail.

The first find came when the Tolba family, professional snake charmers who replaced Eldaw, followed a trail and pulled this snake from the stacks. Vigorous hunting lasting two days, brought more snakes to light as old records were shoved aside to open up the shelving for better inspection.

come to Annapolis

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solution acts as a base, and you experience the principle of neutralization at work: an acid plus a base forms a neutral salt (and water). The buffer that is deposited within the paper is a neutral salt with a very limited degree of alkalinity. This buffer reserve can become depleted over a period of time depending on storage conditions and use; if that occurs, the process can be repeated. The whole operation, in sequence, consists of washing, drying, a neutralizing bath, drying for buffering and concluding with another washing and drying. The process requires a general knowledge of the pH scale and in the use of a pH meter.

The pH scale is a numerical system used to express degrees of acidity and alkalinity. The scale is calibrated from 1 to 14. Each whole number is divided into tenths. The number 7 represents the neutral point. As the numbers decrease from 7 the degree of acidity increases. As the numbers increase from 7 the degree of alkalinity increases. The magnesium bicarbonate process should convert an acidic paper to one mildly alkaline with a pH of 7.3 to 7.5. Use of the pH meter will be mentioned in the equipment section that follows.

Supplies and equipment are listed below with comments and source references. The Van Waters and Rogers address and telephone number for the Mid-Atlantic area are provided in a footnote for your convenience.

1. Carbon dioxide gas.
2. Cylinder for carbon dioxide gas.
3. Regulating gauges for the cylinder.
4. Tubing for the carbon dioxide gas.

These first four items can be obtained from any carbonic gas or cylinder gas company. You can rent or buy a cylinder. Recharge delivery service is available. The gauges must be purchased and may cost as much as \$40. The company that rents or sells you a cylinder will also sell you the gauges and tubing. The best tubing I have found is a disposable oxygen tubing with vinyl tips. It will last for many years. Some cylinder gas companies stock a tubing (vinyl tipped) #1503 manufactured by Med-Econ Plastics (a Division of C. R. Bard, Inc.) in Upland, California 91786; telephone number is (714) 985-9733. The tubing is used to transport the carbon dioxide gas from the cylinder to the mixture within the carboy. The expandable vinyl tip will hold the dispersion tube (glass) shaft better than other tubing. An eight-foot length is sufficient. Cylinders are available in sizes that will hold 20- and 50-pound quantities of liquified gas under pressure. The 50-pound supply will produce several 5-gallon solutions of magnesium bicarbonate. The carbon dioxide gas is bubbled into the magnesium carbonate/water mixture at a release gauge pressure of about 5 pounds for one hour and forty-five minutes or until the water is clear.

5. Cesco-lite (plastic) deep hypo trays of the photographer are used for washing paper in water and soaking in the magnesium bicarbonate solution if stainless steel sinks are not available. These hypo trays come in sizes 11x14, 16x20, 20x24 and 22x28-inches. The plastic is "...almost completely resistant to aqueous acid, alkaline and salt solutions..." according to the manufacturer.

From my own experience I can say that these trays will withstand long usage. Cesco-lite trays are manufactured by Columbian (a Division of General Housewares Corporation) and they can be ordered by photographic supply stores if not in stock. The 16x20-inch size sells for \$22.

6. Insect screen is used to support paper during wetting operations. Wet paper retains only ten percent of its dry strength. It is easily torn when handled wet and support must be provided. Air-lite insect screening (an Owens-Corning Fiberglas) is manufactured by Wellington Synthetic Fibers, Inc. (Plastic Woven Products Division) with General Offices in Paterson, N.J. 07509; (201) 742-9282. The Fiberglas is coated with polyvinyl chloride, and for our needs it is considered non-reactive. Air-lite is available in most hardware stores. Thirty to forty sheets each of three different sizes will meet most book and document needs. Dimensions of the cut screen sheets will depend on the size of your sinks and trays and to some extent on the format of what constitutes the bulk of your work. The screening material is easily cut by a utility mat knife with the aid of a steel straight-edge.

7. White blotting paper is used to dry the treated paper. A chamber with controlled temperature and humidity and constructed to house carts with racks will provide even drying without cockling, but equipment of this sophistication is something most of us can only dream about. Quality blotting paper is expensive; however, with proper care it can be used many times. The Standard Paper Manufacturing Company of Richmond, Virginia, (804) 232-1273, produces an excellent blotting paper for our needs. Their Cosmos blotting paper has a soft surface for maximum absorbancy, and it is manufactured with a

² VWR (Van Waters and Rogers) Scientific has warehouses and sales offices throughout the country. Their Mid-Atlantic address is P.O. Box 8603, Baltimore, Md. 21240. The order desk telephone number is (301) 796-8500. A surcharge of \$5 is placed on orders below a \$25 total.

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JOINT AHA-OAH-SAA COMMITTEE ISSUES STATEMENT OF PURPOSE

At a meeting in Washington, D.C. on 15 September 1973, the Joint AHA-OAH-SAA Committee on Historians and Archives approved the following statement of its objectives. The statement will also appear in the newsletters of the two historical organizations.

"Recognizing that the health of historical scholarship in this country depends to a very considerable extent on mutual confidence and goodwill between historians and archivists and a close and cordial working relationship between these two disciplines, there has recently been established by the American Historical Association, the Organization of American Historians, and the Society of American Archivists a Joint Committee on Historians and Archives. This committee is exploring all aspects of problems and policies that affect both historians and archivists as they relate to the custody and research use of manuscripts and archives collections.

The committee has as one of its objectives the elimination of sources of friction and misunderstanding between these two professions in order to facilitate the close working relationship that is vital to sound and effective historical scholarship. The committee is especially concerned with working out means whereby historians will be better able to appreciate the methods, techniques and policies used in administering archives and manuscript repositories and thus gain a better understanding of their needs. Archivists, on the other hand, must become thoroughly familiar with the needs and viewpoints of scholars who are dependent on access to manuscripts and archives collections in order to conduct their research. Mutual understanding and mutual support by each group for the other will strengthen both in the attainment of their professional goals.

Among the matters to which the joint committee is giving its attention are:

1. The more speedy declassification of security classified governmental records.
2. Stimulating businessmen and congressmen to interest themselves in the proper preservation in libraries and archives of those portions of their records and papers which are worthy of permanent preservation for research purposes.
3. Encouraging removal of unreasonable restrictions by donors on manuscripts and archives and removal of unnecessary restrictions (including fees) imposed by archival and manuscript repositories.

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4. Encouragement of governmental agencies and other institutions, through continuing liaison and advice, to maintain historical programs as well as archival programs at adequate scholarly levels.
5. Encouragement of able young scholars and students of history to consider the fields of archival administration and government historical programs as careers."

Each organization sends three representatives to the joint committee. SAA delegates this year are Herman Kahn (Yale University Library), Philip P. Mason (Archives of Labor Hist., Wayne State University); and Robert M. Warner (Mich. Hist. Collections, University of Michigan). Professor Norman Graebner of the History Dept. at the University of Virginia is the current chairman. The SAA will host the next meeting of the joint committee in Ann Arbor in March 1974.

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Ann Morgan Campbell, former NARS archivist at San Bruno, California, was introduced in her new job as executive director of the Society. Recently elected Council members Frank Cook and James K. Kantor, University of California, Berkeley, were also seated, with Archivist of the United States James B. Rhoads assuming the 1975 presidency and Assistant Librarian of Congress Elizabeth Hamer Kegan, the vice-presidency.

The highlight of the meeting for MARAC was that our own Elsie Freeman Freivogel and Edward L. Weldon were offered and accepted one of the Society's highest honors--they were made Fellows of the Society of American Archivists.

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The National Microfilm Association has published the 1974 Buyer's Guide to microfilm equipment, products and services. It lists everything from cameras to consultants and gives a list of advertisers alphabetically and geographically.

Companies are listed alphabetically under each category using short annotations in some categories and charts in others. Information contained in the Guide was supplied by the companies and the guide does not comment on the quality of the products listed. Ads also are included.

NMA also publishes a number of other works including standards, reference items and a journal. Lists and prices are available from the National Microfilm Association, Publications Sales, 8728 Colesville Road, Silver Spring, Maryland 20910.

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Book reviews

by Richard Cox

"Archives & Other Special Collections; a Library Staff Handbook," by Sister Mary Jane Menzenska, C.S.F.N. (School of Library Service, Columbia University, 1973. 87p. No price given.)

This handbook in archival procedure developed out of a manual prepared for the Holy College Library as a project in the course "Archival Management" at the School of Library Service, Columbia University. It is intended to serve as a guide for the smaller college or academic library that has holdings of rare books, manuscripts, and archival materials, but no full-time archivist or curator. In condensing much information into a small volume a great deal of definition and description has necessarily been left out. This was accomplished by addressing the individual sections to various aspects of archival management; "General Policies and Practices" is a discussion of college archives, "Acquisitions and Accessioning" is on manuscripts, while the section "Evaluation and Retention" is descriptive of a records management program. Rare book practices get little mention and the "other special collections" alluded to in the title are not mentioned. The practical information on step-by-step procedures in accessioning, arranging, boxing, and controlling access, with samples of forms and catalog cards, should prove useful to the less experienced archivist. Two sections, "Rare Books, Manuscripts, Archives--Can You Recognize Them?" and "Handling and Care," are obviously addressed to the library aide, as they include admonitions the librarian should not need, but descriptions are not included and additional enlightenment would be needed for this aide to identify, say, a copybook or fore-edge painting. The appendices of additional readings, reference tools, vendors, and restorers will steer the librarian seeking additional information onto the right paths. A glossary of terms, list of abbreviations, and rather extensive bibliography (which would be more useful broken up into topics) complete the work.

For the librarian/archivist or curator thinking to undertake a staff manual or training program, this handbook (the sections can be reproduced separately) used in conjunction with personal instruction will serve as a useful text.

Dorothy Swanson
Tamiment Librarian
New York University

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neutral pH. Cosmos is produced in basis 100 and basis 120. I prefer the heavier 120 grade. Basis 120 in the 19x24-inch size is packaged in cartons of 250 sheets. The weight per 1000 is 240 pounds (240M). The price for 250 sheets is about \$50. Purchases must be made through agents. In the Washington, D.C. area the representatives are The Virginia Paper Co. (341-5700) and Frank Parsons Paper Co. (832-1000). Contact Standard Paper Manufacturing Company for the agent nearest you. Regular blotting paper of the same size and basis but without a guaranteed neutral pH can be obtained from most paper distributors.

8. Felted wool is a useful material for drying paper. It is not to be confused with papermaker's felts which are woven wool. The dense, 1/2 inch thick felts from GAF in New York City or The Continental Felt Company of the same city (when available) are more expensive than even well-endowed institutions can afford. I suggest dress-weight white felt stocked by large mill outlet firms such as The Fabric Man in the Maryland and Virginia suburbs of Washington, D.C. Four or five layers can be stacked together to provide a serviceable thickness for the collection of moisture.

9. Distilled or deionized water in 5-gallon glass carboys is available from spring water and bottled water companies.

10. Magnesium carbonate powder with a formula of $4MgCO_3 \cdot Mg(OH)_2 \cdot nH_2O$ can be ordered from Van Waters and Rogers. Their catalog number is JT 2432-1. This is a Baker Reagent chemical--a lot analysis is posted on the bottle--and considered pure. The magnesium carbonate can be purchased in one-, five- and fifty-pound containers. The number listed above is for a one-pound bottle and costs about \$15. The price per pound is reduced in the larger quantities.

11. A stirring machine produces magnesium bicarbonate more efficiently, but is not essential. The job can be accomplished by stirring the mixture periodically with a wooden spoon during the bubbling. An Eberhart power stirrer with a rheostat, model 58, can be purchased from VWR. Their order number is 58951-008. The order number in the Eberhart catalog is 7085, if you wish to order from the manufacturer. The current price of \$66 is the same at either source. You may wish to obtain an Eberhart catalog and discuss the matter with the VWR sales representative. The Eberhart address is P.O. Box 1024, Ann Arbor, Michigan 48106, (313) 665-8877.

11a. A stainless steel stirring rod or agitator must be ordered separately since there are different kinds for different needs. VWR stirring rod order number 58958-540 will meet

your needs. The assembly has a two-inch blade fixed to a 24-inch rod. The agitator can be raised and lowered through a hollow spindle without moving the position of the stirring machine.

11b. A support and a right-angle clamp will be needed to hold the power stirrer above the carboy opening. The VWR order number for a support (stand) is 60115-088. This support is equipped with a heavy cast iron base and a 36-inch steel rod. The price is \$10. Eberhart stocks an excellent clamp #7540 for \$13; however, their #7550 clamp for \$3 is sufficient. The same clamp can be ordered through VWR, order number 21682-000.

12. A 5-gallon glass or polyethylene carboy with a 4-inch neck opening is required to prepare the magnesium bicarbonate solution. If a glass carboy is used the neck must be cut away to provide a larger opening for the agitator and the tubing. Glass dealers can perform this operation. VWR stocks a polyethylene 5-gallon carboy with a wide mouth. The order number is 16117-29, and it sells for \$10. The plastic is opaque and prevents easy observation of the glass dispersion tube (and its location in relation to the stirring blade) and the work in progress; however, the plastic carboy has the advantages of light weight and indestructibility. Also, it comes equipped with a screw-cap so that the magnesium bicarbonate can be stored in the container in which it is manufactured.

13. A glass dispersion tube or stone, also called a porosity tube, is essential for efficient bicarbonate production. The stone dispersion area of the glass tube I recommend is 30mm in diameter. The VWR order number is 28682-042 and the cost is \$6.

14. Laboratory tubing is needed for siphoning liquids from one container to another to reduce spills and the need to lift heavy containers. VWR sells tubing in 10-foot lengths for \$3. The order number is 56418-100. This tubing is 3/16-inch in diameter and 1/16-inch in thickness.

15. A carboy tilter is useful but not essential. It is another back saving device. The VWR order number is 19755-000 and the cost is \$8.

16. A balance is essential for weighing the magnesium carbonate powder. A balance is very useful in many other preservation tasks and this fact should be kept in mind when deciding which model to purchase. VWR lists several models in their catalog. I use an Ohaus triple beam balance. The VWR order number is 12340-050. The cost is about \$40, but the selection of extra weights and accessories will increase this amount. A scoop for the balance platform is useful for weighing powders and crystals. Another Ohaus balance, the Harvard trip balance, is easy to operate and relatively inexpensive. Weighing

tissue to fit the platform should be on hand even if a scoop is purchased. VWR order number is 52853-040 for a 100-sheet package of 6-inch square tissue.

17. A pH meter with a flat-head combination electrode represents the most expensive single item for your laboratory. I recommend purchase because not all paper needs to be neutralized and buffered. If the paper is only slightly below a pH of 7 washing in plain distilled or deionized water will often bring the pH to 7. If the paper is stored properly and if it is fortunate enough to reside in an institution that has installed an air-conditioning system that also washes incoming air, buffering may not be required. It is important to measure results of your neutralization work from time to time. Also, with a pH meter in the laboratory, purchased supplies such as mending papers, adhesives and board can be checked upon delivery and periodically during storage. Treated and untreated documents in the collections should be tested for pH occasionally.

to be continued

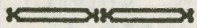
NEW PROCESSING MANUAL PUBLISHED. Cornell University has recently published a Cornell University Libraries Manual of Manuscript Processing Procedures compiled by Richard Strassberg. The manual is in an 8½ x 11 inch format and contains 95 pages. Pages 1-46 consist of a detailed guide for processors working under supervision; pages 47-84 contain a glossary of terms, with notes on how to process such items as minutes, exhibits, and drawings; pages 85-95 include an index which contains the terms already listed alphabetically in the glossary. The manual also contains three appendices: abbreviations, a newspaper indices for Cornell, and a select bibliography on American history and the management of archives. A small quantity of these manuals are available from: Ms. Elizabeth M. Murphy, Cornell University Libraries, 234 Olin Library, Ithaca, New York 14850 at a cost of \$4.00 each.

JACK BENNY'S PENNIES ARE PINCHED BY FEDS. Washington. (AP) The Internal Revenue Service (IRS) has rejected comedian Jack Benny's attempt to deduct \$154,000 from his income taxes for a donation of memorabilia to the University of California at Los Angeles. Benny's lawyer said that the deduction is similar to the one President Nixon claimed for donating his vice presidential papers to the National Archives. Benny and his wife are fighting government attempts to collect \$109,081 in back taxes for 1967 and 1968.

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AASLH SERVES ARCHIVISTS - WANTS MEMBERS.

The American Association for State and Local History provides a number of publications which are useful for archivists. News from almost 5,000 local historical societies in the U.S. and Canada is included in the AASLH's monthly magazine History News. In addition AASLH publishes technical leaflets and bulletins and has several books underway that will be of interest to archivists including The Collection, Care, and Use of Historical Photographs; Manual on the Collection and Management of Manuscripts by Libraries, Archives, and Historical Organizations; A Guide to Gathering and Writing Local History; and Bicentennial U.S.A.: Pathways to Celebration. All of these publications are free with membership in the AASLH. Write Ms. Donna McDonald, Director of Administrative Services, AASLH, 1315 Eighth Avenue South, Nashville, Tennessee 37203 for additional information on membership and publications.



ARCHIVAL MATERIALS RETURNED TO GOVERNMENT OF JAPAN. A collection of 150 boxes of Japanese Government archival manuscripts were returned to Japan under arrangements agreed upon by the Library of Congress, the National Archives, the Department of State, and the Embassy of Japan.

During the Allied Occupation in 1945, a large quantity of printed materials and government documents were assembled in Tokyo from military installations and selected government agencies throughout Japan for the use of the occupation authorities in governing the nation. Subsequently an unspecified quantity of these materials was brought to Washington, and some of the manuscript documents which came to the Library were promptly transferred to the National Archives as the Library normally does not acquire archival documents of foreign governments.

In 1958 some 7,000 cubic feet of the documents were returned to the Government of Japan by the National Archives. Before the return, a committee headed by C. Martin Wilbur of Columbia University, with a modest grant from the Ford Foundation, microfilmed part of the documents under the supervision of Chitoshi Yanaga of Yale University, a member of the committee. These reels are indexed in the Checklist of Microfilm Reproductions of Selected Archives of the Japanese Army, Navy, and Other Government Agencies, 1868-1945, compiled by John Young, a member of the committee, and published by Georgetown University Press in 1959.

New York Times News Service Washington: FBI TO OPEN HISTORIC FILES. The FBI's secret files on Alger Hiss and Whittaker Chambers, 53,000 pages long on the 25 year old debate over the innocence or guilt of Hiss, are about to become public. So are the secret FBI files on Julius and Ethel Rosenberg, the American atom spies, who were executed June 19, 1953. And so, to some extent, are the files on Ezra Pound, the poet who was accused of treason but was never brought to trial. The FBI is preparing to release these documents, with some deletions designed to protect its informants as well as the privacy of some individuals named in the papers. The first release is expected to be the delivery to a Smith College professor of the first installment of the 25,000 page Rosenberg file. The FBI is making the files available pursuant to an order issued last July by the then attorney general, Elliot Richardson. The order specified that even though the Freedom of Information Act exempted some government-held material from mandatory public disclosures, historians should nevertheless have access to the material.



NEW GUIDE TO SOUTH CAROLINA COLONIAL AND STATE ARCHIVES. This guide, subtitled "A Temporary Summary Guide" was compiled by Marion C. Chandler. It comes in a 6 x 9 inch format and includes 52 pages listing record series made or maintained by departments of the state and provincial government since 1671. It is arranged by department with an index. Write: South Carolina Archives Department, 1430 Senate Street, Columbia, South Carolina, P.O. Box 11,699, Capitol Station 29211. The cost is \$1.00.

REGIONAL NEWSLETTER EDITORS

A report on the meeting of the editors of archives publications, held Tuesday, October 1, 1974, at the convention of the Society of American Archivists. In the absence of David Gracy, who had organized the meeting, David Horn presided.

The meeting began with a report by Maynard Brichford on the questionnaire distributed earlier this year by the SAA's ad hoc Committee to Develop a Publications Program for the Society of American Archivists. Copies of the questionnaire and summary are available from: Maynard Brichford, Archivist, University Library Room 19, University of Illinois, Urbana, IL 61801

Mr. Brichford discussed a wide range of archives publications, and then the editors concentrated on the newsletters of regional archives organizations.

Dennis Rowley, the first resource person, spoke of the need for a strong national society, of the responsibility of regional editors to contribute to this, and of the desirability of a "fine balance" in the work of the different organizations. At present the diversity of needs of the various regional organizations must take precedence over proposals to centralize the printing of all or parts of the newsletters. The editors would like to receive information (for example, news releases from the office of the SAA's Executive Director) and would be open to "syndicated columns" (Terry Abraham's phrase). It would be helpful if they could receive such items directly from the originator and as early as possible, to eliminate the delay involved in the present practice of copying from other regional newsletters.

Alice Vestal is serving as information coordinator for the SAA's Committee on Regional Archival activity. She would like to receive information from editors, and she should be on the mailing list for every regional newsletter. She will occasionally send information to the editors. (There seems to be some vagueness about her role, and I am sure she will clarify it and perhaps expand it as she becomes more involved in these activities.)

Dennis Rowley emphasized the need to "beat the bushes" for contributions and stressed that we must not attract material away from the American Archivist. Hugh Taylor suggested one way of getting an article: tape a panel or a discussion group and use the best parts of it. All editors seem to have the same problem of no response: articles and other contributions are hard to get, and it is also difficult to get feedback from the readers in the form of letters to the editors.

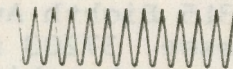
EDITORIAL BOARDS or MULTIPLE EDITORS: MAC and MARAC already have assistant editors for different areas or departments, and others are considering this arrangement to share the work load and to solve part of the input problem.

INDEXING: One unscheduled topic was indexing, and it was agreed, somewhat informally, to cooperate in indexing the

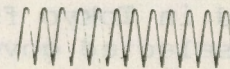
regional newsletters. David Horn volunteered to coordinate this project and will index THE NEW ARCHIVIST; Mary Boccacio will index the MARAC newsletter; please contact David Horn if you are willing to index one or more newsletters.

SCHOLARLY or SEMI-SCHOLARLY publication: Some editors have thought of separating the strictly "newsletter" items from all other material and having a separate, more scholarly publication. No decision was reached on this and there was no proposal to cooperate on such a venture. One problem is the lack of input. One possible source of publishing material is articles rejected by AA, not for poor quality, but because they are restricted in scope to one geographical area or one interest group and would not have national appeal.

ACCESSIONS: We did not discuss how to handle accessions reports. Some regional newsletters already list reports - let's see what the SAA and ABC-CLIO come up with in their efforts to have one national source for such reports.



Persons interested in attending a two-week institute on modern archives administration to be held March 10-21, 1975, should write: Thirty-second Archives Institute, Department of History, American University, Washington, D.C. 20016; or call (202) 686-2401 for further information. The National Archives sponsors the institute twice annually, in the spring and the fall, in conjunction with the American University, Library of Congress, and Maryland Hall of Records. Class sessions are held in the National Archives Building and there are field trips to LC and Annapolis. The institute is limited to forty persons.



OHS Establishes Conservation Consortium

Disintegrating maps, fading photographs, yellowing paper, and a host of other conservation problems have long plagued Ohio's libraries and archival repositories. In the past, the only solutions to these problems have been for Ohio institutions to seek the aid of a few out-of-state facilities. The first solution has been expensive and piecemeal. The second has generally been inadequate.

Two major problems remain. The treatment of conservation problems is still piecemeal. Ohio institutions must still rely upon their own, often limited, experience in determining conservation needs and priorities. In addition, cost-shared contract work alone has not provided the stable funding base necessary to build a full staff of specialists.

To overcome these problems, the Ohio Historical Society is establishing the Ohio Consortium, membership in which is open to all Ohio institutions. Effective July 1, 1974, only consortium members will be able to contract for conservation services from the Ohio Historical Society.

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In return for an annual membership fee of \$500, consortium members will receive a variety of services designed to solve their present and future conservation problems. One half of the membership fee (\$250) will be automatically credited to the member for cost-shared restoration work. Supervision work, overhead, and equipment will be furnished by the Society. Consortium members will be charged for hourly labor costs and supplies. Members may contract for work beyond \$250 on the same cost-shared basis. These costs will be approximately 50 percent of those charged by a commercial out-of-state laboratory. In effect, this service alone will return to the consortium member at least the cost of membership.

In addition, consortium membership includes a consulting service. Free consultation on all conservation problems will be available by mail, telephone, and personal visitation.

Consultation subjects will include the storage and handling of materials, supplies and equipment, fire protection and security, conservation program priorities, and response to fire and water damage.

A training program will be provided. This broad-based program will offer a one-week certificate seminar given one or more times per year and a series of specialized seminars. A Yearly intern program will also be available for up to two weeks for technical staff.

A current awareness program will be established whereby consortium members will receive a periodic bulletin containing the latest conservation literature. A bibliography will be issued and updated annually. Technical books and periodicals in the conservation field held by the Ohio Historical Society will be available on interlibrary loan.

Finally, a shared purchasing program will be established. Recommended supplies of conservation quality will be purchased for quantity discount and distributed at cost to consortium members. Through these programs consortium members will have guaranteed themselves a complete conservation program covering all media at minimum cost. Limited or piecemeal treatment will no longer be the only means of protecting valuable collections.
(From the Spring 1974 "Ohio Archivist")

The New Jersey Historical Society

Founded in 1845, the Society is a privately supported, non-profit institution devoted to the preservation of materials relating to all aspects of New Jersey's past. Known primarily for its library and museum, NJHS is also actively involved in education and publications.

The Society's library maintains an impressive collection of books, periodicals, newspapers, maps, and manuscripts. Present holdings include approximately 60,000 volumes and 860 major manuscript groups. As a result of recent renovation of the headquarters of the NJHS, the library is now able to store these valuable materials under optimal conditions of temperature and humidity control in a four-level vault.

Some Collections of Special Use for Women's History Resources in the United States.

Elizabeth S. ten Houten

The following resource list of collections on women's history was compiled for the October 1973 meeting of the Mid-Atlantic Regional Archivists Conference. Many of these collections are housed in universities and colleges. Since many cover more than one subject in this complex field, it is increasingly important to know the locations of materials. Though some collections on women in the professions exist, there seem to be none on specific professions other than medicine or religion.....

Noting the main sources of special larger collections in the U.S. will help guide the researcher in more detailed pursuit; the smaller collections are too numerous to include in a list of this kind. Before proceeding, two outstanding resources for the study of women's history should first be noted:

"Archival and Manuscript Resources for the Study of Women's History: A Beginning," compiled by Andrea Hinding and Rosemary Richardson. Published by the University of Minnesota Libraries, Minneapolis, April 1972.

"Women in American History, 1896-1920: Their Manuscripts in the Library of Congress," compiled by professor Roy R. Thomas of Bowie State College, Md., 1972.

(Reprinted from AAUW Journal, April 1974.)

The 1972-1973 renovation was also a tremendous benefit to the Society's museum, which now has new exhibition galleries, storage space, and other improved facilities. The recent progress of the museum is evidenced in numerous newspaper and magazine articles which have appeared within the last year. The Society is especially proud of a feature article in the August 1974 issue of Antiques entitled "Fine Arts in the New Jersey Historical Society."

Those attending the fall MARAC meeting obviously will be interested in seeing the library's extensive manuscript collection, one of the most important sources of primary material on the history of New Jersey. Many of the state's earliest official documents are included in this repository. The collection has always been strong in materials relating to eighteenth and nineteenth century social and political history, and within the last two years the library has substantially increased its manuscript holdings relating to urban studies, racial and ethnic history, the women's rights movement, New Jersey churches, and medical history. In the future the Society hopes to develop further its collections in these fields and to expand into other areas of study.

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The Special Collections Department at Rutgers University is part of an extensive library system which contains over 2 million volumes and numerous special collections. In addition to the Alexander Library in New Brunswick (houses social sciences and humanities as well as Special Collections) the system includes specialized libraries for Agricultural, Alcohol Studies, Art, Chemistry, Law, Mathematics, Microbiology, Physics, Science and Medicine, and Urban Studies. With the Alexander Library are special collections of East Asian materials, a music library, University archives and the Special Collections Department.

The Special Collections Department contains the library's outstanding collection of New Jerseyana which includes the entire range of printed and non-printed research sources. There are extensive manuscripts, rare book, pamphlet, periodical, map, broadside and other miscellaneous collections. The department also serves as the repository of the Genealogical Society of New Jersey and as the archives for a number of private and public organizations. Other important holdings include the Symington Collection of first editions, manu-

scripts and correspondence relating to English literature of the nineteenth and early twentieth centuries; extensive collections of Cobbett, Defoe, Freneau, Joyce Kilmer, Noah Webster and Whitman; eighteenth and nineteenth century gift annuals, almanacs, and newspapers, and a collection relating to the history of agriculture strong in printed material of the sixteenth, seventeenth and eighteenth centuries.

The hours of the Special Collections Department are 9 A.M. - 5 P.M., Monday-Saturday. Manuscript curators and archivists are welcomed at all times to tour the facilities.

C. F. W. (Fred) Coker is the new editor of American Archivist, replacing Ed Weldon, who has been appointed Archivist of the State of New York.

come to Annapolis

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